Agricultural Statistics 2003

Adobe Acrobat Reader 5.0
Quick Navigational Help

Icon Identifier

Search Tips

Icon Identifier

Acrobat Toolbar Functions

Search Tips

Find

Click the icon displaying binoculars with your mouse to find a term on the CD-ROM. In the Find line of the Find dialog box, type the word exam and click the Find button. Each instance of exam will be highlighted, and by clicking on the binoculars icon again, each subsequent occurrence of exam throughout the pages of the document will appear on screen. This will include pages with the words examine, examination, examiner, etc.

You may find the text whenever the CD-ROM is open. This feature is also available in the Acrobat Command Menu at the top of the screen (Edit > Find) or by pressing the Control and F keys simultaneously. Subsequent occurrences may be located by pressing the Control and G keys simultaneously.

Search Tips

Search

Click the icon displaying binoculars on a sheet of paper with your mouse to search a term on the CD-ROM. In the search box of the search dialog box, type the word exam and click the search button. A results list will appear then select a document. Each instance of exam will be highlighted, in all documents on the CD-ROM. By clicking on the next hit / previous hit icons each occurrence of exam will appear throughout the CD-ROM. This will include pages with the words examine, examination, examiner, etc.

You may search the text whenever the CD-ROM is open. This feature is also available in the Acrobat Command Menu at the top of the screen (Edit > Search > Query) or by pressing the Control + Shift and F keys simultaneously.

Search Tips

Indices

You may perform a Search at any time on this CD-ROM. The most important item to remember is to be sure which Indices you are searching. An index is loaded when the main menu (welcome file) is opened. The index is enabled and ready to search.

The "Indexes" button on the search dialog box opens the "Index selection" box. This allows you to **ADD** or **REMOVE** indices. This box also will allow you to "Select" by checking the box, which Indexes will be searched, this is helpful when you only want to search this CD-ROM. You may Add, Remove, Select and De-select Indices at any time the software is opened. This command is also available in the Acrobat Command Menu at the top of the screen as; Tools > Search > Indexes.

Search Tips

Advanced Search Techniques

You can use wild-card characters to find words that contain fragments or all the words and terms that match an arbitrary character pattern. The wild-card characters are the following:

   * the asterisk, which matches zero, one, or more characters

   ? the question mark, which matches any one character

Wild-card examples:

geo* matches words such as geode, geodesic, Geoffrey, geography and geometry

***nym** matches words such as antonym, homonym, and synonym

?ight matches words such as fight, light, might, right, and sight

555-???? matches all seven-digit phone numbers with the 555 prefix

pr?m* matches words such as premature, premeditate, prim, primate and promise

Search Tips

Advanced Search Techniques

Caution: Be careful when combining operators to build Boolean expressions. Unless you work with Boolean expressions frequently, it is easy to build an expression that does not mean what you think it means.

Combining AND and OR operators

When you combine **AND** and **OR** in the same expression, **AND** is evaluated before **OR**. For example Key:

<u>Darwin **OR** origin **AND** species</u> finds all documents that contain Darwin or that contain both origin and species.

Combining AND, OR, and NOT operators

When **NOT** is used with either or both of the **AND** and **OR** operators, it is evaluated before either the **AND** or **OR**. For example key:

<u>evolution **AND NOT** darwin</u> finds all documents that contain the word evolution but not darwin.

Search Tips

Using parentheses to change the order of evaluation

You can use parentheses to change the default order of evaluation for Boolean operators. For example key:

(darwin **OR** origin) **AND** species finds all documents that contain either darwin and species or that contain origin and species. Parentheses can be nested to any depth.

Using operator names and parentheses in a Boolean expression

When you use a phrase that contains operator names or parentheses, the phrase must be enclosed in quotes. For example,

"cats and dogs" **OR** "cats & dogs" finds all documents that contain either the phrase cats and dogs or the phrase cats & dogs.

Search Tips

Advanced Search Techniques

The options boxes are located at the bottom of the search screen. You may select or De-select the boxes by placing a check in the box.

1) *Word Stemming* = variations of the word adding "s" or "es" or "ing" etc.

2) *Thesaurus* = words having the same or similar meanings ex.: laws and rules.

3) *Sounds Like* = word that sounds like another word ex.: which and witch.

4) *Match Case* = whether in Caps or not.

5) *Proximity* = this works with the AND Search to have the words occurring within only a few pages of each other.

Search Tips

Search Results List

The search results will list files ranked by a Relevance Ranking (score) that ranks files from the most likely to contain the information searched upon to the least likely to contain the information. Click the View button to start looking at the material from the top of the list or scroll through the list and choose the file you wish to view first.

Once a document has been opened, it will open to the page that contains the first search word(s), the words will be highlighted. To continue to the next search occurrence(s) in this document, click the toolbar button that has an Arrow pointing towards the Right and a text Image next to it . After you view the next hit, the backwards Arrow pointing towards the Left with a Text Image next to it will appear so you can return to the previous hit(s). Once all the search hits have been viewed, the next document in your search will open to the page with the first search hit page. To Close a file Click File on the toolbar and choose close, or if using Windows 95 or better, Click the lower X in the upper right corner of your screen.

Search Tips

Search Results Relevance Ranking

To Bring up the Search Results screen again, Click the toolbar button that has a Black and/ or White Ball (relevance ranking symbol) with a Text Image, then you can Open another file to view.

Acrobat Exchange assigns a relevance ranking to every document returned from a search. A document's relevance ranking indicates how likely it is that the document contains the information for which you are searching.

Acrobat Search uses five icons to indicate a document's relevance ranking:

A full circle indicates a very high relevance ranking; the document is very likely to contain relevant information.

Down to...

An empty circle indicates a very low relevance ranking; the document is unlikely to contain relevant information.